



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

October 21, 2021
NOTICE OF JOB VACANCY
#21-376

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 3

SALARY: \$70,008.56 to \$99,596.69

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau
140 E. Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official in the Division of Gaming Enforcement, will perform complex financial analysis; provides technical assistance and guidance to implement fiscal policy and procedure; develops budgetary controls to track, monitor, and identify areas of inefficiencies; reviews and processes fiscal and travel transactions in NJSTART, MACSE, and NJCFS; performs cost/benefit analysis and assists management with the implementation of recommended process improvements. When necessary, reviews purchase requests for accuracy and consistency with state purchasing rules and regulations; maintains, communicates, and accurately tracks fiscal records; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants who possess a Bachelor's degree must send proof of degree with resume by submitting unofficial college transcripts.*

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with NJSTART, NJCFS and/or Business Objects experience, as well as knowledge of Excel.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy announcement #21-376, copy of college transcripts if applicable, a and current resume must be received before 5:00 PM on the closing date of November 21, 2021. Please submit resume, college transcripts if applicable, and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



New Jersey is an Equal Opportunity Employer ♦ Printed on Recycled and Recyclable Paper